OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Marketing & Communications Coordinator
Department Name	UW Women's Center
Job Location	Cunningham Hall
Pay Rate	$9.32 - $15.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Johnna White
Phone Number	2066851090
Email Address	jwhite23@uw.edu
Website	http://depts.washington.edu/womenctr/
Box Number	353070

Nature of Organization

The UW Womens Center is one of the largest University-based Womens Centers in the nation, serving over 12,000 campus and community members each year. Our mission is to spread equity and diversity by opening doors for girls and women through education and access to resources that will help them achieve personal, professional, and academic success.

Duties and Responsibilities

Assist Women's Center staff to manage marketing and publicity materials to maintain a professional image representative of Women's Center mission and vision.
Create and distribute marketing materials for various Women's Center programs and events.
Work with Administrator and Web Designer to maintain content of Women's Center website.
Perform outreach to campus and community units regarding collaborative programs and marketing.
Assist with marketing of Lifelong Learning classes and program's quarterly catalog.
Use Social Media to promote events and Women's Center's activities
Assist with the design and layout of the Center's quarterly reports and newsletters
Write and design bi-monthly e-newsletters using Constant Contact.

Minimum Qualifications

Proficient in WordPress
Proficient in Microsoft Word and Excel; experience with design programs (prefer Adobe InDesign and publisher)
Good organizational skills and strong attention to detail is essential
Ability to work both independently and with a team
Some evening and weekend availability
Knowledge and understanding of current website technologies.

Educational Benefits

Opportunity to enhance marketing and communication skills in a professional environment.
Work closely with group of professional women who support the work of the Women's Center and development initiatives.

The position will remain open until filled.

How to Apply

Email resume and cover letter to jwhite23@uw.edu; include your name and job title in subject line

Job Number: WOMC05 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: y | Program: Federal